EASTSIDE PREPARATORY SCHOOL

Applying Families Best Practices: Tips for Application Success

We know that the school application process can be time-consuming and potentially overwhelming. Here are some tips to help your application experience with EPS go as smoothly as possible.

Communicating with the School

- Please provide your student's full name and their applying grade when emailing or leaving a message.

Ravenna Hub

- Update your student's Ravenna Hub profile (current school, siblings, profile picture). Sometimes these profile details have been completed in a prior application year and just need to be updated.

- Ensure the account email in Ravenna is the primary address you want for communication. All emails will go to this address.

- We recommend adding *Ravenna-help@communitybrands.com* to your safe senders list so nothing gets missed!

- 'Familiar Name' field in Ravenna is where you should enter your student's nickname (if they go by that name at school). If your student Elena goes by Ellie, for example, you would enter 'Ellie' as a Familiar Name. You can leave 'familiar name' blank if they use their given/first name.

Events

- Register for events as soon as you check your family calendar(s)! With limited spaces for in-person events and Parent/Guardian Interviews, spots fill up quickly.

- We ask that families only register for and attend ONE in-person admissions event so that all families can have the opportunity to get to know EPS. If you have a member of your family who can't attend the in-person event but wants to learn more about EPS, we recommend that they register for a 'Get to Know EPS' virtual event.

Application Document Processing

- Please allow at least seven (7) business days to process any documents sent through Ravenna or emailed directly to EPS.

- If your current school does not use the Ravenna system to electronically submit school records, you can request your student's records to be emailed to studentrecords@eastsideprep.org

- Additional Documents - To provide an equitable application process for all applicants, the admissions team will only accept the required documents indicated in the Ravenna application checklist. Please do not send any additional application documents (e.g. student portfolios, certificates of achievement, student learning plans, educational psychological evaluations). We will not make any additional documents visible to our Admissions Committee members while they review student applications.